

2009 Agency Local Plan Overview

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| Purpose | <p>The purpose of the Agency Local Plan is to demonstrate how agencies meet the statutory and program requirements of the Low-Income Home Energy Assistance Program (LIHEAP), and how the agency will deliver services in response to community needs.</p> |
| Requirements | <p>Agencies must be able to meet the following criteria as demonstrated in the Agency Local Plan in order to perform LIHEAP Services:</p> <ul style="list-style-type: none">▪ Demonstrate capability of carrying out an energy crisis intervention program that provides timely and effective emergency assistance to resolve energy crises, and that the program meets minimum requirements for timing and accessibility to eligible applicants as further defined at 42 USC § 8623(c).▪ Demonstrate capability to carry out the provision of LIHEAP services in accordance with federal and state laws and regulations, CSD policies, and contract requirements.▪ Ensure percentage-based allocations for each program component are representative of the identified need and the agency's capacity to provide services within the agency's designated service territory.▪ Assure outreach activities and program services are targeted to low-income households in meeting their home energy needs, particularly those who are members of the vulnerable population with the lowest incomes that pay a high proportion of household income for home energy. |
| Review | <p>CSD will review your Agency Local Plan to ensure compliance with the statutory and program requirements to be qualified and capable of carrying out all service provisions of the LIHEAP Program. Upon completion of the review, CSD will either approve the plan or request additional information.</p> <p>Please be advised that approval of the Agency Local Plan is required for contract execution.</p> <ul style="list-style-type: none">▪ Approval shall serve as a reference for each agency's program implementation.▪ Approval is not to be construed as a determination of allowability of |

costs.

- OMB reimbursement rules still require adequate documentation that expenditures meet all program criteria.
 - The 2009 Agency Priority Plan to include the CSD 612 - Percentage-Based LIHEAP Program Budget Proposal, CSD 522G - ECIP FT and HEAP, and CSD 522H - Weatherization and ECIP-EHCS will be incorporated into the contract.
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Completing Your 2009 Agency Local Plan

Content

Your Agency Local Plan documents include:

1. 2009 Service Goals & Objectives
2. 2009 Agency Profile
3. 2009 Agency Priority Plan in three parts:
 - a. CSD 612 - Percentage-Based LIHEAP Program Budget Proposal
 - b. CSD 522G - ECIP FT and HEAP
 - c. CSD 522H - Weatherization and ECIP-EHCS

Note: Unfortunately, due to the extended contract term of the 2006, CSD has decided to postpone the updates of the Agency Profiles until the completion of the 2006 PY. At which time, CSD will update the Agency Profile data to include the 2006 and 2007 PY data. In the meantime, if an agency has specific needs for more current program data/information, then please submit your request to the attention of Jodi Basham at (916) 341-4270 or email at jbasham@csd.ca.gov.

Responses

When completing the Agency Local Plan, agencies should consider the following:

- Assume level funding for the 2009 Program Year.
 - Provide informative description of the challenges faced in delivering services.
 - Identify specific goals and strategies to be utilized in serving the energy needs of the community.
 - Contain enough detail to describe and justify service delivery methods for CSD to respond to inquiries or surveys from the legislature, stakeholders, and federal and state oversight agencies.
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Resources

The following represents resources that are available to assist you when completing your plan:

- CSD Policies
- Agency Profile
- State Plan
- EARS/CLASS reporting

All of these documents or resources that can be located at:
<http://www.csd.ca.gov/Contractors/ENERGY/Energy.aspx>

Instructions

Please follow the steps below to submit your Agency Local Plan documents.

| Step | Action |
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| 1 | <p>Review your 2008 Service Goals and Objectives located at http://www.csd.ca.gov/Contractors/ENERGY/Energy.aspx. Make any changes using different colored font or highlighting.</p> <p>Note: Once the changes to your Plan are approve, this document will serve as your 2009 Service Goals and Objectives.</p> |
| 2 | <p>Fill out your 2009 Agency Priority Plan - CSD 612 Percentage-Based LIHEAP Program Budget Proposal using the data from your Service Goals and Objectives completed in step 1 (as applicable).</p> <p>Note: Due to the unavailability of leveraging funds for 2009PY, the CSD 612 has been modified to exclude the allocation of leveraging funding.</p> |
| 3 | <p>Fill out your 2009 Agency Priority Plan - CSD 522G ECIP FT and HEAP form using the data from your Service Goals and Objectives completed in step 1 (as applicable).</p> |
| 4 | <p>Fill out your 2009 Agency Priority Plan - CSD 522H Weatherization and ECIP-EHCS form using the data from your Service Goals and Objectives completed in step 1 (as applicable).</p> |
| 5 | <p>Email electronic copies of all documents to LocalPlan@csd.ca.gov.</p> <p>Note: If you do not make any changes to your 2008 Service Goals and Objectives, please indicate in your email that there are no changes.</p> |

Due Date

Please return your completed 2009 Agency Local Plan to LocalPlan@csd.ca.gov by **Thursday, October 16, 2008**.
